

STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: June 15, 2002

CALATERS LETTER #02-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS 2001-2002 FISCAL YEAR-END ACTIVITIES

This letter is to inform you of upcoming CalATERS year-end processing activities.

Submission of Travel Advance and Expense Reimbursement Requests

On June 19, 2002, at 5:00 PM, the CalATERS will temporarily stop the processing of approved travel advance and expense reimbursement requests to allow for year-end reconciliation. The CalATERS system will be available for users to complete forms; however, any new forms approved by the department's accounting office will not be extracted for payment. CalATERS will resume processing of travel advance and expense reimbursement requests on July 1, 2002. Claims submitted during June 20 – 30, 2002, will experience a delay in payment. Payment of those claims will be issued on July 8, 2002. A broadcast message has been placed in CalATERS to remind users of this deadline.

If you have any questions, please contact the CalATERS Help Desk at 324-9991 and reference this CalATERS Letter. Thank you.